

Distributed Education Handbook



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Vol State and the Office of Distributed Education reserve the right to make changes related to courses and procedures without advance notice. The information in this handbook does not constitute a contract.

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I. OVERVIEW

A. Distributed Education Staff

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Assistant Vice-President for Academic Affairs, Dr. Michael Torrence, oversees the Distributed Education Department.

B. College Mission

Volunteer State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to our constituencies. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural awareness, and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

C. Distributed Education Mission

The Vol State Distributed Education department will provide relevant training in support of faculty and student teaching and learning with technology. Distributed Education is committed to assisting with the design, development, implementation, management, and assessment of instructional technologies and electronic learning methodologies that improve outcomes in the online, hybrid, and technology-enhanced traditional learning environments.

D. History of Distributed Education

The initial Distance Learning efforts at Vol State began with offering a General Psychology course via cable television in the early 1980s. An academic/faculty initiative began in 1991 to

identify courses which would be developed as telecourses and delivered via videotape to enrolling students. Nine initial telecourses were offered in Fall 1992 with a total enrollment of 356.

Since that beginning, the Vol State Distance Learning program grew in 1998 to become the largest Distance Education program within the TBR system. It has long been part of Vol State's objective to both:

- Expand the use and ensure the quality of technology-based learning, and
- Extend services provided through student support services to underserved areas and populations through the use of technology.

In response to these goals, Distance Learning rapidly increased the use of web based, online, video, and interactive television delivery methods year after year in the early 2000s. Online non-credit courses were implemented in 2002. Distance Learning workshops and student success seminars became a regular part of the fabric of Distance Education, increasing the ease of use for students and faculty. Numerous technology tools were adopted and implemented over time to improve the quality and accessibility of Distance Education.

In 2014, Distance Learning was renamed *Distributed Education* in order to more accurately reflect the various duties of this office and the changing environment of online teaching and learning for both students and faculty.

For more information about the mission and history of Vol State, visit the college website.

E. Philosophy & Purpose

Volunteer State's Distributed Education program offers non-traditional instructional delivery to assist students who are prevented from attending traditional classes by work, family or other circumstances or who prefer learning via technology. Flexible course offerings respond to emerging labor force and educational needs of students.

The Distributed Education department is authorized to oversee distance education according to Vol State policy II:01:04 under the authority of the TBR Distance Education policy 2:05:00:00. Distance Education includes online (VSCC and TN eCampus), hybrid, blended, and ITV educational offerings.

COURSE DEFINITIONS

Online Course: Any course that is offered solely by the means of the Internet using a course management system.

Blended Course: Any course that utilizes significant online technologies to enhance student learning but does not utilize the web-based technology to supplant on-campus class meetings. Course assignments outside of class may require the use of the Internet.

Hybrid Course: A course that utilizes web-based technologies to reduce the number of on-campus meetings. Hybrid Courses consist of 25% in-class instruction and 75% on-line instruction. Through these courses, a student may enroll full-time (4 courses; 12 semester hours or more) but only attend class meetings one weeknight or on Saturday morning, each week of the semester. Each course has a significant (75%) online component.

Interactive Television Courses (ITV): A course using videoconferencing technology to connect two or more classrooms to deliver college course content to students at a distance.

Distributed Education acts to support the VSCC mission by:

- Developing and monitoring improvements for instruction delivered by technology;
- Recommending new delivery alternatives;
- Reviewing and recommending improvements to the evaluation process of distance support services and instruction;
- Providing professional development for distance instructors and support staff;
- Identifying courses to be developed as distance-delivered courses in concert with academic divisions; and
- Recommending policies on compensation and regulation for developing distance courses.

Located in Suite 172 of the Ramer Administration Building, Distributed Education offers resources and support for the integration of technology into the teaching and learning process to all VSCC students and faculty (full-time and adjunct). Resources include areas such as:

- Course management system training and administration (eLearn);
- Instructional methods for distance education;
- Strategies for universal design for learning (UDL);
- Accessibility support for academic content; and
- Course design reviews; and
- Course design and development assistance.

Regular workshops are held in Distributed Education's Technology Learning Center (TLC), located in Thigpen Library, room 224 and in the Ramer Training Lab, room 172P. The TLC and Ramer Training Lab are equipped with current computer-related equipment and are staffed by qualified support personnel by appointment. These training rooms provide the opportunity for faculty and staff to learn, in a hands-on environment, the technology tools needed for instruction. Training sessions are available in small groups or one-on-one sessions.

The Distributed Education department is open from 8:00 a.m. until 4:30 p.m. Monday through Friday, and nights and weekends by appointment. Send an email to eLearn@volstate.edu for help or to schedule an appointment.

F. Credit Hours and Maximum Load

VSCC defines a credit hour as: One semester hour of credit consists of a minimum of 750 minutes of classroom instruction per a fifteen-week semester. For courses that require laboratory or clinical components, additional hours are required. Each lecture hour presupposes a minimum of two hours of preparation on the part of the student. The minimum number of semester hours per term for classification as a full-time student is 12. The maximum number of semester hours for a student (without special permission) is 18 hours per semester. Students who have a "B" average for the semester in which they are currently enrolled may, with the permission of the Vice-President of Academic Affairs, schedule a maximum of 22 hours the following semester. Any student desiring to register for a maximum load must obtain approval from the Vice-President of Academic Affairs. Approval must be obtained in this same way each time the student wishes to take more than 18 hours in a semester. Students who have other commitments such as work or family obligations are strongly urged to measure their academic load carefully.

CREDIT HOUR DEFINITIONS

Lecture Courses

One semester hour of credit consists of a minimum of 750 minutes of classroom instruction per a fifteen-week semester. For courses that require laboratory or clinical components additional contact hours are required. Each lecture hour presupposes a minimum of two hours preparation on the part of the student.

Laboratory, Seminar or Studio

Laboratory credit hours are defined as a 2:1 or 3:1 ratio (2 or 3 contact hours per week). General Guideline: 28-30 contact hours per semester is equal to 1 credit. Each laboratory, studio or seminar hour presupposes a minimum of one hour preparation on the part of the student.

Fieldwork, Internship, Research, Music Lessons or Practicum

Fieldwork, internship and research hours are defined as one credit hour consists of 45 work hours per semester. For music lessons or practicum hours, one semester hour of credit consists of 45 hours of instruction and out of class hours per semester.

G. About eLearn

Distributed Education courses are conducted in the Learning Management System (LMS) Brightspace by D2L (known locally as eLearn). All data is hosted by D2L. Enrollment and course data is moved to the eLearn system through a real-time integration and periodic batch file transfers with Banner (the College's student management system). A user's internet speed and bandwidth impacts the speed by which data moves within eLearn. The web address for eLearn is <https://elearn.volstate.edu>.

The Distributed Education Instructional Design Specialists serve as the administrators for the eLearn system at Vol State. The eLearn system is available for users 24 hours a day, seven days a week, with the exception of routine monthly maintenance times. All planned downtimes are communicated to eLearn users in advance on the News widget of the homepage. In case of emergency or unplanned outages, the Distributed Education staff will email Exchange users with information.

Support for eLearn users is provided by Distributed Education via phone and email with the designated email address eLearn@volstate.edu. All requests for support are received and logged by the Sr. Administrative Associate, who resolves all first-tier issues. Issues are escalated or assigned to an Instructional Design Specialist or the Director as needed. Only the Instructional Design Specialists or Director are Approved Service Contacts (ASC) who may open a support incident directly with the D2L helpdesk for system related issues.

Note: Information about TN eCampus usernames and passwords is provided on the [TN eCampus](https://gotoclass.tnecampus.org) (<https://gotoclass.tnecampus.org>) login page.

II. STUDENT SUPPORT SERVICES

A. Admissions

Prospective students seeking admission to the College to complete Distributed Education classes for college credit must follow the same procedures as for traditional courses. Information about admissions requirements and the application for admission may be found online at Volstate.edu/admissions or by calling (888) 335-8722 Ext. 3688.

B. Registration

Registration procedures for Distributed Education classes are the same as for any other Vol State class. Students can identify Distributed Education courses by the course section number.

- Online course sections will be designed beginning with a “C”
- Hybrid course sections will be designed beginning with an “H”
- TN eCampus course sections will be designed beginning with an “R”

For more information on registration procedures, students may visit Volstate.edu/advising/registration or call (888) 335-8722 Exts. 3702 or 3701.

B. Class Meetings

Hybrid courses usually include prescheduled face-to-face class meetings. Students enrolled in hybrid classes have a responsibility to attend all scheduled meetings. Class meeting dates and times are included in the schedule of classes each semester. Other Distributed Education courses may not have a first class meeting and will meet asynchronously online. In all courses, it is the student’s responsibility to log into eLearn during the first week of class and participate in the first week activities according to the instructor’s directions.

C. Disability Resources

Phone: (615) 230-3472

Students with learning, psychological, physical and/or other disabilities may be eligible for accommodations that provide equal access to educational programs and activities. It is the student’s responsibility to self-identify with the Disability Services office to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act/Amendments Act (ADA/AA). Students who provide appropriate documentation and who are registered in Disability Services will receive appropriate accommodations.

Services may include assistance in arranging academic accommodations such as reading software and other assistive technology, alternative format textbooks, sign language interpreter services, testing accommodations, advocacy and mediation, and the identification

of alternative accommodations. Support and assistance are also provided to faculty who have students with disabilities enrolled in their courses.

For further information, contact Disability Services at (615) 230-3472, online at www.volstate.edu/disability, by emailing disability.services@volstate.edu or by visiting the office in Suite 176, Ramer Administration Building.

D. Financial Aid

Phone: (615) 230-3456

The Financial Aid Office attempts to provide financial assistance to qualified students who find it difficult or impossible to attend classes without some financial help. The Financial Aid Office administers the Federal Work-Study Program, the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant Program, Family Federal Education Loan Programs, Federal Stafford Loans, Federal Plus Loan Program and other federal, state, and local initiatives. The Financial Aid office is also responsible for awarding and monitoring numerous private scholarships offered by the college to worthy students. More information about financial aid and tuition at Vol State can be found online at Volstate.edu/financialaid.

E. eLearn Help & Student Training

Phone: (615) 230-3665

E-Mail: eLearn@volstate.edu

Student training will be provided regularly during Campus Connect orientation sessions. Distributed Education is available by appointment to provide training to students individually, in small groups, or in the classroom. General self-help and basic eLearn information is available to students online on the eLearn Success page.

F. IT Help Desk

Phone: (615) 230-3302

The College provides computer help desk services for all students, faculty, and staff. The Help Desk serves as a point of contact for all Information Technology (IT) issues and general computer assistance outside of eLearn. Contact IT for assistance with:

- Login* issues
- Email
- Office 365
- Campus computers
- Computer labs
- ITV or Zoom classroom hardware & software

- Mobile technology
- Media production services

*For login issues, users can reset their [MyVolstateOnline](#) password anytime by clicking on the “Change or Activate your password” link on the MyVolstateOnline Portal login page and following the prompts.

G. Testing Centers/Proctoring

The Testing Center provides testing services for students, including proctoring for certain exams when required by the instructor. Students are required to provide photo identification prior to sitting for a proctored exam. The Testing Center also assists students in their career choices and academic divisions. Students enrolled in online, blended, or TN eCampus courses should follow the instructions for taking exams as posted in the course by the instructor.

GALLATIN CAMPUS TESTING CENTER

Call 615-230-3484 or email testing@volstate.edu
Visit the [Vol State Testing Center](#) page

HIGHLAND CREST (SPRINGFIELD)

Call 615-433-7032

LIVINGSTON

Call 931-462-5202

COOKEVILLE HIGHER EDUCATION CAMPUS

Call 931-520-4605
Visit the [Cookeville Testing Center](#) site

H. Thigpen Library

Thigpen Library provides academic services and resources in support of online and in-person teaching and learning at Vol State.

Approximately [100 databases](#) containing full-text articles and eBooks are available for 24/7 online access by Vol State-affiliated students and employees. More than 40,000 physical items are also available. [Research guides](#) identify the most essential resources to consult in a given subject area or for a specific class.

The library provides class instruction and individual research assistance on topics ranging from topic development through source finding and referencing; these services are offered through virtual and in-person delivery methods.

THIGPEN LIBRARY IN GALLATIN

Call 615-230-3400 or email librarian@volstate.edu
[24/7 Chat](#) or Text (615) 956-2275
Visit the [Vol State Library](#) home page.

THIGPEN LIBRARY IN HIGHLAND CREST (SPRINGFIELD), COOKEVILLE HIGHER EDUCATION CAMPUS, AND LIVINGSTON

Visit the [information guide](#) for these locations.

I. Academic Support Resources

The College Success Zone provides a great list of academic resources that are available to Vol State students. Vol State offers many services to its students. For more information about [Campus Life](#), visit our website. The Vol State website also contains a helpful list of links to [Student Resources](#).

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) provides students study support with a peer who has completed and earned a B+ or higher in the course. SI Leaders attend class sessions with the students and hold two 50 minute study sessions outside of class. Supplemental Instruction is currently offered in courses such as anatomy and physiology, chemistry, history, Spanish and many others. Check with your instructor to find out if an SI is available in this course.

LANGUAGE CENTER

The Language Center provides extra assistance when it comes to writing or foreign languages. Tutors are available to assist students with every aspect of writing, from homework assignments to class projects. The Center offers speech outline and preparation assistance. Computers are available with word processing programs.

TUTORING

Tutor.com is available to all Vol State students for online tutoring. It is available 24 hours a day and seven days a week. The link to Tutor.com is part of the eLearn course homepage for each of your classes. The tutoring service covers Math, Business, English, Writing, Science, Health Sciences, Computers, and Foreign Language.

The Learning Commons is home to many co-requisite skills classes and many other classes and labs. Math tutoring assistance is provided.

- Main Campus: Thigpen Library, first floor
- Highland Crest: Room 144
- Livingston: Room 151

III. DISTRIBUTED EDUCATION ADMINISTRATIVE GUIDELINES

A. eLearn Enrollment

VSCC Policy III:15:03 PRIVACY RIGHTS OF STUDENTS & CONFIDENTIALITY OF STUDENT RECORDS provides protection of academic and personal information for all students, including those students enrolled in distance education. Therefore, only authorized users can access course information for online students. Authorized users are granted access to online courses through their secure, active directory login credentials in combination with their eLearn course enrollment. “Student” and “faculty” eLearn course enrollments are automatically generated via a real-time integration with Banner. Enrollment of a user into courses with any other role (i.e., co-instructor, guest, supplemental instructor, etc.) must be requested in writing and manually processed by Distributed Education. Requests for enrollments should be emailed to eLearn@volstate.edu. Distributed Education reserves the right to request written approval from an authorized supervisor before granting special requests.

B. Course Scheduling, Class Size & Faculty Load

Academic Divisions are responsible for the identification, scheduling, and faculty load assignments of all Distributed Education (VSCC and TN eCampus) courses. The Director of Distributed Education may provide consultation and advice about load and scheduling decisions.

Courses or sections of courses may be added to the published listing of distance education courses at the discretion of the Division Dean. Online classes are capped at a maximum of 25 students per section. Enrollment caps higher or lower than the standard are determined by academic divisions after consultation with faculty and the Director of Distributed Education and must be approved by the Office of Academic Affairs.

Distributed Education courses that have low enrollment may be cancelled or combined with other course sections. Such course scheduling changes are determined by the Division Deans in consultation with the Director of Distributed Education.

The Distributed Education office will coordinate the college’s collaboration with TN eCampus’s Regents Online Campus Collaborative with regard to faculty assignments and course sizes each semester. Academic divisions are responsible for reviewing the accuracy of the TN eCampus schedule and faculty credentials. Submit all requests for changes in writing to Distributed Education.

C. Faculty Training & Support

Distributed Education provides and coordinates ongoing training and professional development opportunities to all faculty. Training includes traditional classroom/lab-based sessions,

synchronous and asynchronous online-opportunities, and video recorded tutorials. As new technologies are tested and adopted, Distributed Education will provide trainings based on the technology's relevance or potential uses as a teaching tool. Trainings may also be delivered by faculty using the tools in practice.

General training topics include:

- Use of the current CMS,
- Use of educational technologies,
- Pedagogy/andragogy and best practices for online teaching,
- Use of instructional support programs such as Respondus, Turnitin, etc.
- Course development, and
- Accessibility.

Distributed Education's calendar of upcoming events is available online at VolState.edu/Online/Training. Individualized trainings will be provided by appointment. Training for additional topics may be requested and scheduled as need arises. A minimum of 14 days is required in advance of group training sessions to allow adequate preparation time.

REQUIRED ELEARN TRAINING

All Vol State faculty who teach online or hybrid courses are required to successfully complete eLearn training within their first semester of teaching. Failure to pass training by the end of the first semester will disqualify the faculty member from teaching online or hybrid courses. This training is fully online, asynchronous, and self-paced. Contact Distributed Education for assistance or to get registered.

EVALUATION OF ONLINE TEACHING

Approved by the Instructional Assessment committee and Vice President of Academic Affairs in the fall of 2017, all online instructors (full-time and adjunct) are to be evaluated for teaching engagement and effectiveness at least once every three semesters by their academic division. See the department chair or division dean for division specific evaluation forms and information.

COURSE DEVELOPER TRAINING & SUPPORT

All faculty new to Distributed Education will be provided additional training and support in order to prepare them for online and hybrid course development. Faculty mentors are available to assist new online course developers with best practices in course design and delivery.

The Instructional Design Specialists are also available to assist with the design and development of courses. Assistance is available with writing objectives, assessing student knowledge, storyboarding courses, implementing universal design for learning (UDL) guidelines, and technology use.

FACULTY DEVELOPMENT

Faculty who have expertise in areas that support Distributed Education are encouraged to participate in faculty development opportunities throughout the year in a variety of ways, (e.g., mentoring, leading workshops, creating tutorials, or writing blogs). Those interested in sharing their resources, experience, and talents are encouraged to contact the Director of Distributed Education to discuss possibilities.

Distributed Education does not provide funding for external sources of faculty professional development, such as conference attendance or tuition reimbursement.

TN eCAMPUS TRAINING

Faculty who teach or develop courses for TN eCampus are required to complete specific training offered by TBR. Visit the [TN eCampus Faculty & Staff Resources](#) webpage for more information.

D. Promotion of Distributed Education Courses

Promotion of Distributed Education courses is a primary responsibility of the Vol State Public Relations Department and the Enrollment Management Committee.

All programs and courses are developed at the division level and submitted to the Curriculum Committee for approval. Once approved by various agencies (e.g., SACSCOC, TBR), the catalog is updated by the Office of Academic Affairs.

E. Remote Computer Access

Distributed Education implements the use of synchronous meeting technologies (e.g., Zoom or Skype) to provide thorough and precise support to faculty and students regarding access and functionality of eLearn. This includes browser support on user machines where situations cannot be replicated through other LMS administrator functions. The service program used is subject to change based on availability and ease of use for all parties involved.

IV. DEVELOPMENT OF VSCC DISTRIBUTED EDUCATION COURSES

A. Identification and Approval of Courses

Academic Divisions are responsible for the identification of existing courses that have the potential for development as Distributed Education courses. A faculty member may propose a course for development to their Division Dean. The Director of Distributed Education, Assistant Vice-President of Academic Affairs, and Vice-President of Academic Affairs must approve the development proposal before a contract can be issued. A proposal should be submitted to Distributed Education at least three months prior to course start date to allow adequate time for development and review of the course.

For more information about the course development timeline and proposal process for Distributed Education, please visit [our website](#).

B. Intellectual Property

It is the policy of Volunteer State Community College to: (1) encourage inventions and the production of copyrightable works by employees of the College; (2) facilitate the utilization of such inventions and works to the benefit of the public, the College, and the members of the College Community; and (3) provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions and copyrightable works in which, pursuant to this policy, the College is determined to have an interest. This policy is intended to protect the interests of all concerned parties: The College, members of the College community, external sponsors of research, and the public.

Courses that are developed for distance education at Vol State are subject to TBR Guideline No. A-075, Distance Education and Intellectual Property and the Volunteer State Community College Policy V:01:06 Intellectual Property/Patents and Copyrights. As such, contracts for course development and redevelopment will indicate that all course materials become the property of the Tennessee Board of Regents and Volunteer State Community College and that the College will hold any and all copyrights.

C. Development of TN eCampus Courses

Faculty who wish to develop courses for TN eCampus are required to follow the procedures and guidelines outlined by TBR. The Distributed Education office will coordinate the proposal process with TN eCampus on behalf of the College. A faculty member may receive a work for hire contract from the College for this work. Course developers are required to complete specific TN eCampus training, and courses must meet TN eCampus instructional design standards.

Visit the [TN eCampus Faculty & Staff Resources](#) webpage for detailed information.

D. Funding for Course Development

Funding for new online or hybrid course development is available on a limited basis through Distributed Education. Faculty may be contracted on a work-for-hire basis to receive a one-time stipend for first-time development of an approved online course. Failure to meet established deadlines in the contract may result in diminished or no compensation and cancellation of the contract. Failure to meet established course design and accessibility standards may also result in diminished or no compensation and cancellation of the contract.

Blended, ITV, and traditional on-ground courses are not qualified to receive development stipends from Distributed Education.

Table 1 Development Compensation Rates

Type of Course	Current Rate (Gross)
New VSCC Distributed Education course - Fully developed in eLearn with curated open educational resources (OER) and/or instructor-created materials to augment required textbooks	\$2,400.00
New VSCC Distributed Education course - Partially developed in eLearn using vendor or publisher site integration or materials	\$600.00 to \$1,200.00, depending on amount of original instructor-created materials
Convert existing VSCC course to a new format	\$600.00
New TN eCampus fully online course*	\$3,000
Revised TN eCampus online course*	\$500 to \$2,000, depending on amount of revisions as determined by TBR
Convert TN eCampus course to accelerated format*	\$500

*TN eCampus rates subject to change based on TBR policy.

E. Once Courses are Approved for Development

MASTER COURSE SHELL

Once approved for development, Distributed Education will create a master course (MC) shell in eLearn for the course development. Any old MC will be archived. The MC should be finalized in eLearn at least two months prior to course start date. Distributed Education will partner with the developer and will provide support and consultation in order to assist throughout the course development process.

QUALITY ASSURANCE

All newly developed courses will be evaluated for quality assurance and accessibility standards by a three-person team comprised of a trained member of Distributed Education and two faculty members. Ultimately, the faculty who serve as course developers and course instructors are responsible for the quality and content of all Vol State distance education

courses. Courses taught using distance learning technologies meet the same academic requirements of courses delivered by on-campus instruction.

Volunteer State Community College is committed to implement the Quality Matters (QM) standards for the design of online and hybrid courses. The Quality Matters standards assure that the online components of these courses promote learner engagement and provide students with all the tools and information they need to be successful learners. The adoption of the Quality Matters Rubric was approved by the Instructional Assessment committee and Vice President of Academic Affairs in the spring of 2015.

Media Production Services is responsible for the quality control of video recordings they produce. Distributed Education, Media Production Services, and Disability Services will work in conjunction with faculty to ensure that all accessibility standards are met in regards to audio-visual media loaded into the course. Questions concerning Media Services can be directed to Kevin Blankenship, Chief Information Officer, at 615-230-3428 or kevin.blankenship@volstate.edu.

For more information about the standards for Distance Education, please visit [our website](#).

TN eCAMPUS QUALITY

TN eCampus, in concert with Distributed Education and Vol State faculty, is responsible for the final course review of all TN eCampus courses. Faculty developers and course instructors are ultimately responsible for the quality and content of all Vol State TN eCampus. For more information on the development and review process of eCampus courses, refer to the [TN eCampus faculty info page](#).

COURSE COPIES AND ASSIGNMENT OF INSTRUCTORS

Divisions are responsible for copying course sections from the approved MC each semester and for assigning instructors to course sections. Instructors are assigned in Banner, which automatically updates eLearn course enrollments. Distributed Education may assist with course copies by request.

COURSE MAINTENANCE

Once a VSCC course has been developed in an online or hybrid format, faculty members will not receive additional compensation for course maintenance or redevelopment under normal circumstances. Absent a written agreement, each course developer has the right and obligation to revise a master course on an as-needed basis in order to maintain academic and instructional standards. Updating courses due to a textbook change or in order to meet accessibility, quality, or instructional design standards will not be compensated; these are a faculty member's responsibility for maintaining course integrity and excellence. If course redevelopment compensation is requested, a formal proposal and approval by the Division Dean, Director of Distributed Education, and the Office of Academic Affairs will be required.

If the College believes a course redevelopment is necessary, the faculty member who first designed the course will have first right of refusal. Should the faculty member refuse to redevelop the course, the Dean or Director for Distributed Education will locate another qualified individual to redevelop the course under contract and the first developer's responsibilities to maintain the course will cease.

TN eCampus course developers have specific [post development responsibilities](#) to follow, as outlined on their website.

F. Other Distributed Education Course Requirements

AMERICANS WITH DISABILITIES ACT

It is the student's responsibility to self-identify with the Office of Disability Services to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and the Americans with Disabilities Act/Amendments Act (ADA/AA). However, all Distributed Education courses at Vol State should be ADA accessible, so it is the faculty member's responsibility to provide accessible course materials.

To make sure all courses are accessible, do the following:

- Collect the [Accessibility Statement](#), VPAT, and [Conformance and Remediation form](#) for textbooks and all vendor-provided materials.
- Use properly formatted headings to structure the page.
- Provide alternative text descriptions for images and shapes (refer to this article on [Alternative Text](#)).
- Write meaningful link text that indicates the link's destination.
- Ensure a proper reading order in tables, lists, and forms.
- Don't use color alone to convey meaning.
- Use sufficient color contrast.
- Eliminate or limit blinking/flashing content to 3 seconds.
- Ensure that any action that uses a mouse can also be completed by a keyboard.
- Provide video captioning for videos with at least 99% accuracy.
- Transcribe audio files.
- Only direct students to websites that are accessible by every student.

Consult with an Instructional Design Specialist or the Office of Disability Services for assistance. Online resources include:

[Vol State/Accessibility](#)
[Disability Services: Faculty Resources](#)

COPYRIGHT COMPLIANCE

Tennessee Board of Regents Policy #5:01:06:00 applies. Compliance is expected with all applicable laws concerning the reproduction of printed materials and the use and

transmission of films, filmstrips, courseware, recordings, performances, software or protected works.

VSCC COURSE SYLLABUS REQUIREMENTS

The course syllabus is one of the basic documents to which students, faculty, and the administration refer for specific information on a course. For this reason, the importance of a syllabus cannot be understated. The syllabus not only communicates to the student what he or she needs to know about the course, but it also protects faculty members in hearings and lawsuits. To prospective students, faculty, TBR staff, and accreditation teams, the syllabus forms the recognized record of what is conveyed in a course. *Each student should receive a copy of the course syllabus that includes the following minimum elements:*

- **Course Description** - Use catalog description plus other instructor details. Include the credit hours for the course. Remember to change the date on your revised syllabus every semester.
- **Goals and Outcomes**
 - *General Education Goals and Outcomes* - Check catalog, "College Graduation" section for general education goals and outcomes.
 - *Other Goals* - Other course goals should be established by division and available in division office.
 - *Other Outcomes* - Other course outcomes should be established by division and available in division office.
- **Course Assessment Techniques**
 - Assessment of General Education Goals/Outcomes
 - Assessment of Other Goals/Outcomes
- **Instructor grading and attendance policies** based on college policies identified in the [Student Records and Academic Regulations](#) "Class Attendance" section of the catalog.
- **Required college policy statements** - ADA statement, Equal Opportunity Statement, Inclement Weather Class Policy
- **Topical Outline** (and/or dated schedule of readings and assignments)
- **Other:**
 - Instructor Name, campus office and phone number
 - Textbook(s) for the course
 - Special Projects/Assignments
 - Assignment descriptions
 - Information on tests, exams, essays, etc.
 - Rules and requirements regarding online student interactions (including netiquette)
 - Instructor's plan for class response time and feedback on assignments

Effective Fall 2016 and henceforth, all Vol State syllabi must be ADA accessible.

Copies of course syllabi for each course should be placed on file in the division office and uploaded to the course shell in eLearn before the semester begins.

ONLINE FACULTY OFFICE HOURS

Distributed Education courses require the same number of office hours as traditional courses as outlined in the Faculty Handbook. Online virtual office hours must be available to students in online courses. Faculty have the right to establish their schedule for virtual office hours and may offer hours after regular business hours (nights and/or weekends) at their discretion. Online faculty are encouraged to utilize Zoom for synchronous virtual office hours.

ONLINE EXAMINATIONS & PROCTORING

Many instructors choose to administer exams online. Within eLearn, instructors may enforce certain technology tools to ensure the integrity of the exam. These tools include features such as Respondus Lockdown Browser®; disabled right-clicking, pagers, and alerts; restricted access dates and times; additional password protection; IP restrictions; and time limits.

Some instructors require students to arrange for a proctor on certain exams. Proctoring can be arranged through the [Testing Center](#) or through ProctorU. Faculty must submit all necessary exam information to the Testing Center or to ProctorU in advance of the exam window. Students may then make arrangements for proctoring either online through ProctorU or through the main campus or by calling one of the other VSCC locations. Students are required to provide photo identification prior to sitting for any proctored examination. The student taking a proctored exam online through ProctorU are responsible for the cost at a reduced rate.

In all cases, principles of academic integrity and honesty should be assured.

TEXTBOOK ORDERS

Academic Divisions are responsible for the identification and ordering of textbooks and other non-video materials required for Distributed Education courses. Textbook orders should be placed with the College Bookstore within a timely manner to ensure delivery for sale before classes begin. The College Bookstore is responsible for the acquisition and sale of all text and materials by the first day of class.

Course developers are responsible for placing textbook orders for classes taught via TN eCampus by using this online [TN eCampus Textbook Verification Form](#). If your course will be using a publisher textbook or course pack, make sure you have the following information for each textbook(s) you submit for adoption:

- Title
- Author(s)
- ISBN
- Edition
- Publisher
- If the text uses any integrated (online) course material

If your course will NOT be using a publisher textbook or course pack, you still need to complete the form so the bookstore knows no textbook or course pack is required.

OTHER PRINT MATERIALS

Other print materials that may be needed are also under the responsibility of Academic Divisions. This may include lab manuals, instructor-created supplemental texts, etc. Provision of print materials in this manner should be done only under special circumstances. Documents that can be, should be provided in an accessible digital format within eLearn.

If faculty have printed course materials they need to provide students, they can arrange for students to pick these up in the Library. Faculty can also contact the Library to schedule a delivery of printed materials to off-campus sites.